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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: JUL 17 1956

FROM : Chief, O&M Staff (DD/I Area)
(DD/S Area)

File DD/S

SUBJECT: Work Report, Last Half of F.Y. 1956.

(Jan - June)

1. During the last half of Fiscal Year 1956 the primary accomplishments in connection with the major studies were as follows:

StudyAccomplishmentsReduction of T/O to
Ceiling, DD/S Area

1. The T/O's of all Offices have been reduced to ceiling.
2. Reductions in the Staffs' T/O's are all completed or in process of preparation.

Survey of Personnel
Records

1. Extent and areas of duplication and overlap of records pinpointed and brought to attention of Office of Personnel.
2. Some duplication already eliminated and further study continuing.

Management Survey of
Fiscal Division

- In cooperation with Comptroller personnel,
1. Five payroll sections were reduced to two and five positions eliminated in the Fiscal Division.
 2. Liaison initiated with Navy Dept., FBI and Library of Congress resulting in improved method of calculating pay from base salary in lieu of using salary table; and transfer of bond record keeping from manual to tabulating system.
 3. Considerable progress made in correcting bad billing practices in both Army and Air Force.

Procedures and Methods
Survey of the Printing
Services Division

- In cooperation with the Printing Services Division,
1. Scheduling and production control system established, resulting in saving of clerical time, greater accuracy of production records, and increased control of jobs in process.

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2. New form developed, combining the job ticket, delivery ticket and requisition copies, resulting in elimination of time spent by plant in preparing job and delivery tickets, automatically furnishing an accurate delivery ticket to be placed on packages being shipped and reduction in file space for tickets.
3. Reporting form adopted for furnishing Printing Division management a tool to analyze operating conditions, work status, backlog and percentage of overhead.
4. Elimination of postings to the receiving voucher register and reduction in backlog in the stock room paper work by shortening the period for issuing supplies.

Revision of the Regulation on the Organization and Functions of CIA

1. A current and more comprehensive statement developed, including (a) Creation and Authority, (b) Mission, (c) Functions, (d) Organization and (e) Administration.
2. Concurrence obtained for issuance of document (except organization chart) as unclassified, permitting wider use by Agency officials in congressional relations, legislative hearings, budget hearings, public relations, recruitment, etc.

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3. Organization chart streamlined and organizational relationships, field-headquarters relationships, and echelons more clearly depicted.

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